

**UNITED STATES COURT OF APPEALS
FOR THE SIXTH CIRCUIT**



Vacancy Announcement No. 14-10

Position: **Administrative Manager to a Federal Circuit Judge**

Location: Memphis, Tennessee

Salary: \$57,982 to \$74,628 (JSP 9 - 11)

Salary commensurate with qualifications in accordance with U.S. Court Guidelines

Tour of Duty: Full-Time

Opening Date: November 26, 2014

Closing Date: December 15, 2014

The United States Court of Appeals for the Sixth Circuit has an opening for the position of **Administrative Manager to a Federal Circuit Judge**.

Position Description: This position is responsible for the day-to-day management of the operations of judicial chambers and provides administrative and secretarial support to a federal circuit judge. Working under the direction of the Judge, duties include maintaining the judge's calendar; arranging meetings and conferences for the judge and support personnel; maintaining the judge's travel itineraries and arrangements; receiving and reviewing incoming and outgoing correspondence; performing receptionist duties; transcribing dictation from judge; locating, scanning, copying, filing, and certifying documents; maintaining, updating, and tracking filed documents; managing chamber's case management system; preparing and/or editing legal documents; gathering and maintaining statistical data for reports; providing assistance to law clerks; maintaining office supplies and equipment; and handling routine office matters. Occasional overnight travel will be required.

Qualifications:

Required: A minimum of six years of progressively responsible secretarial/administrative management experience which included responsibility to a supervisor dealing with law-related matters. Five years general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and typing. Excellent communication skills, both oral and written, advanced computer and typing skills, administrative and organizational skills, and interpersonal skills. Accuracy and attention to detail in grammar, spelling, editing and proofreading. Consummate professionalism, discretion and integrity. Ability to maintain strict confidentiality of all office and judicial matters, work independently as needed, and possess exceptional organizational skills. Ability to manage multiple priorities with conflicting deadlines. Skill and accuracy in transcribing dictation and data entry. Proficiency in Windows environment.

Preferred: Familiarity with federal court procedures. Familiarity with a legal or court environment. Familiarity with Lotus Notes, Microsoft Office applications and the federal courts' Case Management/Electronic Case Files (CM/ECF).

Application Procedure: Send resume, cover letter, and salary history to: Human Resources Manager, United States Court of Appeals for the Sixth Circuit, Room 503, 100 East Fifth Street, Cincinnati, Ohio 45202 or email to Human Resources at ca06-humanresources@ca6.uscourts.gov. Applications must be received by the Human Resources Office on or before December 15, 2014. The Court will only communicate with those applicants selected for an interview.

Conditions of Employment: Applicant must be a United States citizen or eligible to work in the United States. Appointment to position is provisional pending suitability determination by the court based on results of fingerprint and background check. Employees are required to use Electronic Fund Transfer for payroll deposit.

Benefits: For information about benefits with the federal judiciary, visit uscourts.gov/careers.aspx.

THE SIXTH CIRCUIT COURT OF APPEALS IS AN EQUAL OPPORTUNITY EMPLOYER

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Occupational Group*	Chambers	

Job Summary

The Administrative Manager is located in a judge's chambers. This position provides day-to-day management of operations and administrative, technical, and secretarial assistance.

Representative Duties

- Prepare reports; assemble and attach supplemental material, gather and maintain statistical data for reports. Maintain correspondence control records.
- Manage day-to-day operations of chambers.
- Receive and review incoming and outgoing correspondence, electronic or paper, and route to appropriate destination.
- Prepare and maintain the judge's travel itineraries and arrangements, and coordinate with other court units.
- Manage chambers' case management system.
- Locate, scan, copy, file, and certify documents. Maintain, update, and track both paper and electronically filed documents. Organize and maintain filing systems.
- Perform receptionist duties by greeting callers in person and on the telephone, responding to inquiries, and directing callers to the appropriate staff member.
- Provide administrative assistance to law clerks.
- Maintain office supplies and equipment and handle routine office matters.
- Other duties as requested.

Factor 1- Required Competencies (Knowledge, Skills, and Abilities)

Administrative

- Thorough knowledge of office management, secretarial and administrative principles, practices, methods, and techniques in a legal environment. Skill in administrative matters such as document preparation, file maintenance, record-keeping, reporting, and preparation of legal and business material.
- Ability to follow detailed instructions and multitask. Skill in organizing own work. Ability to manage multiple priorities with conflicting deadlines.

Court Operations

- Knowledge of legal documents and terminology. Knowledge of policies, procedures, and protocols, including the court's policies and guidelines. Knowledge of documents used within the Court of Appeals. Skill in interpreting and applying court's office policies, procedures, practices, and

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guidelines related to office operations. Ability to learn court operations.

Judgment and Ethics

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and good judgment.

Written and Oral Communication/Interaction

- Skill in grammar, spelling, editing, and proofreading. Skill and accuracy in transcribing dictation and data entry. Ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to interact tactfully with a wide variety of people. Ability to maintain confidentiality and considerable discretion.

IT and Automation

- Thorough knowledge of, and skill in a variety of office equipment and applications, including software and keyboarding for word processing, data entry, email, computers, and court's automated docket and database. Skill in using standard office equipment.

Factor 2- Primary Job Focus and Scope

The primary focus of the position is to contribute to the smooth and efficient administration of the chambers by providing administrative and clerical assistance. The performance of the incumbent has impact on the court and its staff, other judges, the bar, litigants, counsel, outside agencies, and the public. Errors in judgement or discretion can lead to incorrect or improper information being disseminated which may impact the court and its staff, other judges, the bar, litigants, counsel, outside agencies, and the public. Failure to timely and accurately perform duties disrupts efficient work of the chambers. Maintenance of files, documents, systems and databases is critical to the office's ability to retrieve information regarding current and closed cases. The incumbent contributes to the mission of the court unit by responding to competing priorities, maintaining confidentiality and interacting with individuals in a professional, courteous, and efficient manner.

Factor 3- Complexity and Decision Making

Some aspects of the incumbent's work are well-defined processes. Other aspects of the work are complex and present challenges. Judgment is often exercised in planning the work, setting priorities, maintaining confidentiality and handling materials and persons tactfully. Occasional conflicting priorities must be resolved. Possibility of errors is constant, given the large number of items handled. Duties and interactions must be handled with accuracy, considerable discretion and sensitivity due to the confidential nature of the work of the chambers. Decision making is based on defined policies, standards and procedures, with unusual situations being referred to a more senior-level staff person or

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the judge.

Factor 4A- Interactions with Judiciary Contacts

The primary judiciary contacts are judges and chambers staff, executives, managers, staff of other court units, peers, and the Administrative Office for the purpose of providing administrative support.

Factor 4B- Interactions with External Contacts

The primary external contacts are the public, outside attorneys, the bar, vendors/contractors, and governmental agencies for the purpose of exchanging information, providing customer service, and assisting with the court unit's administrative activities and transactions.

Factor 5- Work Environment and Physical Demands

Work is performed in an office setting and may occur at off-site meeting locations or temporary duty stations. Some travel is required.